

# **Middleton Railway Trust Ltd – Footplate Pass Issue & Participation Conditions**

## **1. Introduction:**

The Middleton Railway may offer members of the public the opportunity to travel on the footplate of a locomotive working a passenger train, and in such instances, a pass will be issued to authorise their travelling on the footplate. Members of the public must satisfy all the criteria stipulated in section 5 to participate.

Where a special train is in operation outside of advertised services & operating days, members of the party for whom the special train is being operated may be permitted to travel on the footplate of a locomotive. The authorisation and instructions related to this will be detailed in the relevant Special Traffic Notice (STN) and so a footplate pass may not necessarily be issued. Any members of the public travelling on the footplate of a special train must satisfy all the criteria stipulated in sections 4 and 5 to be granted authorisation and/or issued with a footplate pass.

## **2. Frequency of operation:**

Footplate passes may be issued for any advertised passenger train service only when arranged in advance and in consultation with the Traffic Manager.

Footplate passes for special trains, or the equivalent authorisations, may only be issued by the Traffic Manager in conjunction with the relevant STN.

## **3. Operational Arrangements:**

The issue of footplate passes generally requires no special operational arrangements to be made once authorised by the Traffic Manager. Once it has been confirmed that the member of the public satisfies all the criteria set out in section 5, a footplate pass will be issued to the member of the public. For the pass to be valid, it must be signed by the Traffic Manager or nominated deputy and must also be signed by the member of public as declaration that they meet the criteria for participation and they will follow all instructions given. Once a member of the public has been issued with a footplate pass, they will be instructed to present this to the locomotive crew for the train service for which the pass is valid. The pass must be presented at least 5 minutes before the scheduled departure of the train

The Traffic Manager will ensure an appropriate locomotive is in operation on any day where footplate passes have been arranged. The locomotive will have sufficient space for a member of public unfamiliar with locomotives and will only have two members of crew for the trip concerned, ensuring compliance with the Middleton Railway Rule Book & Train Operating Regulations in respect of number of persons on a locomotive footplate.

Where a special train is in operation, any instructions relevant to members of the public travelling on a locomotive footplate will be included within a Special Traffic Notice (STN), which will include as a minimum the authorisation and arrangements for carriage of the member(s) of the public.

No more than one member of the public may ride on a steam locomotive footplate at any one time. For a diesel locomotive no more than one member of the public may ride on its footplate at any one time unless specific measures have been put in place to ensure the safety of the additional members, and instructions issued to allow more than one member of the public on the locomotive footplate.

## **4. Supervision:**

Any member of the public authorised to travel on a locomotive footplate will be supervised by the rostered locomotive driver for the duration of the time the member of the public is on the locomotive. The member of the public is not permitted to touch or operate any of the locomotive driving controls.

The rostered locomotive driver will provide a safety briefing to the footplate pass holder prior to them boarding the locomotive. The briefing will outline the hazards of being on a locomotive footplate, any hazards specific to the locomotive in operation, positions of safety on the locomotive, and any actions to be taken in the event of an emergency. Members of the public must not board any locomotive until the rostered locomotive driver is satisfied that they have understood the briefing and instructions given, and a member of the rostered locomotive crew can accompany the footplate pass holder.

Any member of the public in possession of a footplate pass must wear suitable clothing whilst on the locomotive, and for travelling on steam locomotives this clothing must cover at least the torso, arms, legs and feet. The same clothing requirements do not apply to diesel locomotives unless specifically identified for an individual diesel locomotive.

## **5. Participation Requirements**

Due to the nature of train operations and some inherent dangers, it is necessary to set some minimum requirements of participants. Any person seeking a footplate pass must ensure that the person for whom the pass is for meets the following minimum standards:

- Be at least 18 years of age, but not older than 76 years of age
- Be in reasonable health and able-bodied – at least that required to be able to drive a motor vehicle, and also be able to swiftly but safely disembark from the locomotive cab to the ground, which may be uneven in places along the line
- Not be under the influence of drink or drugs
- Wear suitable clothing, including footwear
- Demonstrate an understanding of instructions given in English
- Be in possession of a fully signed footplate pass or equivalent authorisation prior to boarding the locomotive

The railway reserves the right to refuse a member of public access to the locomotive footplate, particularly if a member of the rostered locomotive crew has reason to believe that one or more of the above criteria are not being complied with. In such instances, the member of public will be notified of the decision prior to making payment, or if payment has been made, will be provided with a full refund of the monies they paid for the footplate pass.

## **6. Advertising:**

The ability to pre-arrange a footplate pass, along with the participation conditions, will be advertised in the Railway shop, on the Railway website and may periodically be advertised on the Railway social media feeds.

The cost of footplate passes will be determined by the Middleton Railway Council and advertised as appropriate.

## **7. Records:**

Members of the public wishing obtain a footplate pass must demonstrate they meet all the criteria stipulated in section 5. A pass will be issued and validated by the presence of the necessary signatures stipulated in section 3, and must be handed to the rostered locomotive driver at the appropriate time. The rostered locomotive driver will return the pass to the Duty Manager at or before the end of the operating day so as to file the footplate pass. Issued footplate passes must be kept as a record for 3 years

## 8. Risk Assessment:


The following risk assessment is specific to the provision of locomotive footplate passes and is in addition to existing risk assessments for the operation of trains. The risk assessment will be reviewed at least every three years or whenever a significant change to the provision of footplate passes is made.

<b>Hazard</b>	<b>What could happen</b>	<b>Mitigation measures</b>	<b>Risk rating (L x C)</b>
Accessing/egressing locomotive	Slip, trip or fall	Ensure locomotive is in suitable position on platform. Guide members of public on to footplate. Restrictions on participation require a reasonable level of mobility to access a locomotive footplate	1 x 3 = 3
Inexperienced people on locomotive footplate	Injury to persons from hot or moving parts	Restrictions on participation require suitable clothing to be worn to reduce areas of exposed skin	1 x 2 = 2

		Impact / Consequences (C)				
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Likelihood (L)	Rare (1)	1 – Low	2 – Low	3 – Moderate	4 – Moderate	5 – Moderate
	Unlikely (2)	2 – Low	4 – Moderate	6 – Moderate	8 – Moderate	10 – High
	Possible (3)	3 – Moderate	6 – Moderate	9 – Moderate	12 – High	15 – High
	Likely (4)	4 – Moderate	8 – Moderate	12 – High	16 – High	20 – Extreme
	Almost Certain (5)	5 – Moderate	10 – High	15 – High	20 – Extreme	25 – Extreme

**Appendix A – Footplate Pass & Record**

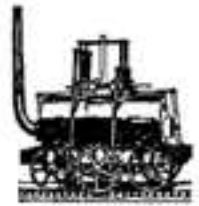
**A1. Footplate Pass**

	The Middleton Railway Trust Ltd.	Date: _____
<b><u>Footplate Pass</u></b>		
<b><u>Trip Details:</u></b>		
Journey: _____	Departure Time: _____	
This pass is issued subject to the following conditions:		
<ul style="list-style-type: none"><li>• Anyone riding on the footplate must be physically able to join/disembark the locomotive, potentially by means of the steps and from/onto uneven ground. Handrails must be used at all times when accessing/disembarking the locomotive.</li><li>• Any instructions issued by the locomotive crew must be followed at all times.</li><li>• Locomotives have dirty and hot parts and may also be noisy and so only designated handrails should be used for holding on. Gloves and ear protection can be provided if required.</li><li>• Appropriate footwear and clothing must be worn and exposed flesh should be kept to a minimum.</li></ul>		
Authorised by: _____ (Traffic Manager or nominated deputy)		
<b><u>Declaration:</u></b>		
I am over 18 years of age and understand the conditions in which this pass is issued (as stated above) and will take all reasonable care when on and around the locomotive for which this pass is valid.		
Signed: _____		
Pass No.: 2021/001	Print Name: _____	

**A2. Record Sheet**



The Middleton Railway Trust Ltd.



**Footplate Pass**

**Record Sheet**

<u>Number</u>	<u>Date</u>	<u>Locomotive</u>	<u>Driver (name)</u>	<u>Pass Issued To (name)</u>	<u>Emergency Contact (name &amp; number)</u>
2021/001					
2021/002					
2021/003					
2021/004					
2021/005					
2021/006					
2021/007					
2021/008					
2021/009					
2021/010					
2021/011					
2021/012					
2021/013					
2021/014					